



GRANTSVILLE CITY POLICE DEPARTMENT

QUARTERLY REPORT: JULY – SEPTEMBER, 2012

This is an extensive report due to the initiation of a full department internal audit. I have listed current information and department changes in all areas that have been reviewed so far. The audit and inventory is still in progress and further updates will be provided when complete. I have listed any savings and revenue separately from projected savings on areas reviewed, changed, renegotiated, and implemented. At the end of the report there will be year to date totals showing savings, revenue, and donations/grants.

CURRENT PERSONNEL AND FACILITIES

Currently we have 12 full time officers serving approximately 9500 citizens, giving a ratio of 1.26 officers per 1000 population.

The police department is currently staffed as follows:

- A. 12 Full-time sworn Police Officers.
- B. 1 Full-time Records Clerk.
- C. 1 Part-time Records Clerk.
- D. 1 Full-time Animal Control Officer (civilian).
- E. 4 Part-time Crossing Guards.

Calls for Service: In 2011 police were dispatched to 4329 calls for service (not including self initiated activity). Over the last three years the calls for service has increased an average of 8.25% per year, which we anticipate to continue. Also, we are averaging an approximate response time of 4 minutes to all calls; this is a very good time. In my experience I haven't seen times below 7 minutes, and larger agencies are in the 20 – 40 minute time frame.

Facilities: The police department is currently located in the city building and occupies 1423 square feet of space. This space is used to full capacity at this time; future department expansion would require additional space or a new location.

RECORDS DEPARTMENT

The department audit showed there were some areas of our records management and document storage that were not compliant with current standards. This has been rectified and additional training obtained to keep up on state requirements. We have converted to a paperless process in order to meet these requirements and to save on resources. With a small investment of approximately \$300.00 we are now able to scan and attach our own file documents. This allows for electronic storage of files and no longer requires a large storage space for hard copies. This also saves on costs for an outside company to convert the files for us, and clears essential office space of bulky files.

In addition to this we were successful in renegotiating our Records Management contract. This cost was reduced from \$13,575.00 to \$7,200.00 per year.

Yearly Cost Savings: \$6,375.00 (Records Management contract)

Yearly Cost Savings: \$1,962.00 (File Conversion)

Total = \$8,337.00

WORK SCHEDULE AND TRAINING

In this quarter a new work schedule was approved which has a built in training day for officers and staff. This more than satisfies the yearly training requirement for each officer. This has been very successful and has brought all officers into compliance on their certification. So far this has given each officer 18 hours of training at no additional cost to the city. To accomplish this on the old schedule, just for this quarter, would have cost approximately \$4,700.00 in time only, not including the cost of any classes and travel. The goal is to expand this program to offer training to city employees and beyond. This training adds to the professionalism of the department and education of its officers.

Anticipated Yearly Cost Savings: \$8,000.00

SCHOOL RESOURCE OFFICER and CROSSING GUARDS

At the beginning of this quarter a full time School Resource Officer was approved. The contract for this position was renegotiated with the school district and additional funds were approved. The original contract paid \$30,238.00 per year, the new contract pays \$51,000.00 per year.

Our audit also showed there was no supervision or oversight provided for our crossing guard program. Once this was examined we found our program was not in compliance with state guidelines and regulations. Additional equipment and training was provided and the School Resource Officer was tasked with supervising the Crossing Guards.

We had to spend just over \$200.00 for needed equipment however; we are now in compliance with state and UDOT regulations in our school zones. The SRO regularly checks on our school zones and Crossing Guards and provides training on their responsibilities.

SRO Contract Increase: \$20,762.00 per year.

ANIMAL SERVICES

An audit of our Animal Services Unit resulted in a slight schedule change to better meet the calls for service, and we have been brought into compliance to euthanize animals. We also have three civilians who volunteer a considerable amount of time to clean the shelter, tend to the animals, and assist our ACO Officer on calls. This is very much appreciated. (Please see the volunteer section for donated hours).

EQUIPMENT

Our audit included a full equipment review. As a result the following changes have been implemented:

Radios: A review of our radio equipment showed some handheld units in service that were not essential. This created a monthly cost for radios not in use. This review also found there was a need for two additional vehicle radios. As a result we disabled nonessential equipment and satisfied the need for the needed vehicle radios through donations.

Yearly Cost Savings: \$1,995.00

Value of Donation: \$9900.00

Firearms: On review it was found that officers were providing their own firearms for department use. This created a liability which was solved by purchasing new firearms. The cost for the firearms and related equipment were offset with grant funds. This also provided ammunition and training for these weapons.

Value of Funds: \$11, 656.00

K9: Our audit showed a need for additional equipment to maintain the training and safety of our K9. Almost \$600.00 in vehicle upgrades and signage were needed in order to better secure the

K9, and give appropriate warnings to those who approach our K9 truck. We were also able to secure the needed, and additional, equipment through a donation. We have also brought this program into compliance regarding the storage of training aids.

Value of Donation: \$3,480.00

VEHICLES/VEHICLE MAINTENANCE

This quarter we were approved to implement a vehicle leasing program. This program enabled us to replace several aging vehicles with newly leased vehicles. This gave a significant savings on vehicle maintenance and cost. The following figures show the immediate savings on necessary maintenance for vehicles we were able to surplus and, the projected maintenance savings for the year.

So far the new vehicles are running at 1.5 to 2 miles per gallon over the vehicles they replaced, which will reduce fuel costs. These vehicles have also been switched to synthetic oil allowing for an oil service every 5000 miles instead of 3000 miles. This gave an additional yearly savings.

Immediate Maintenance Savings: \$6,500.00 (This was for “must have” repairs in order to keep now surplus vehicles in service).

Projected Maintenance Savings for the Year: \$15,000.00+

Projected Fuel Savings for the year: \$1,500.00 approximately

Oil Change Savings: \$520.00 (This is per year for the new vehicles only).

Total Cost Savings This Year: \$8,520.00

Grand Total - Including Projected Figures: \$23,520.00+

BAILIFF/WARRANTS OFFICER

We were also approved to make our Bailiff Officer a full time position. This position allowed time for this officer to serve outstanding warrants originated by our agency. This provided a service to those with outstanding warrants by giving another means to satisfy their commitment to the Justice Court. The following figures are a result of **25 days** of warrant service time.

First Quarter of Collected Fines: \$4,467.00

First Quarter of Booked Warrants: \$89,156.00

Total Projection of warrants collected for this year: \$17,000.00

VOLUNTEER TIME

We have been fortunate to receive many volunteer hours from citizens and reserve officers. The following hours were logged this last quarter:

Animal Services: 511 hours

Reserve Officers: 480 hours

The National Value of Volunteer Time reports the value for Utah volunteer time at \$17.26 per hour. Considering this value our volunteer time equates to **\$17,104.66** worth of service provided to the city. This service is greatly appreciated and is of significant value to the city. This time is extremely beneficial and we are looking at expanding our options for volunteers.

SUMMARY

I am pleased to report we have had great success as a result of implementing new plans and reviewing contracts. Areas reviewed by our internal audit that needed to be changed have been increased or reduced accordingly and, we have brought areas of deficiency into compliance with current state standards, regulations, and law. Our internal audit has resulted in better risk management, immediate budget savings, increased revenue, and an increase in projected savings to the department and city. The following figures reflect the year to date totals of these savings and increases:

Total Savings Year to Date: \$18,852.00 (Renegotiated contracts and reduced costs)

Total Revenue Increase Year to Date: \$25,229.00 (Increase on contracts and collection of warrants).

Total of Donations/Grants Year to Date: \$25,036.00

Thank you for taking the time to review this information, please contact me with any questions you may have.

Chief Kevin Turner



GRANTSVILLE CITY POLICE DEPARTMENT

BAILIFF/WARRANTS OFFICER

The following information is an overview of activity for our Bailiff/Warrants Officer for the first quarter since the position started on August 7th, 2012. The total number of days spent pursuing active warrants during this time was 25 days. The first week of this position was taken with additional Field Training and, the remainder of the time was taken fulfilling the other responsibilities of this position (Bailiff for the Justice Court and assisting in our evidence room).

The following figures are the results from the **25 days** of warrant recovery time spent this last quarter:

- **Cash bail amount physically collected: \$4,467.00**
- **Total dollar amount of warrants booked into jail: \$89,156.00**

*Please Note: The subjects booked on warrants would have been subject to one of the following: given a court date, transported to court, arranged a payment plan, a possible fine reduction, or accessed jail time instead of a fine.

Based on these figures the following amounts are now projected for the remainder of the fiscal year:

- **Updated amount of cash bail projected to be collected: \$17,000.00**
- **Updated amount of booked warrants projected: \$150,000.00**

The amount sought on the initial proposal was **\$6570.00** per year, this was the amount needed to cover the cost of this added position. Also, the projected collected fine amount on the proposal was **\$12,610.00 per year (\$3152.00 per quarter)**. This figure would have covered the added cost to the city with a surplus of \$6040.00. The first quarter figures exceed what was projected by approximately 40%. This data projected to year end would exceed the yearly total by 30-40%.

*Please Note: These figures DO NOT include revenue collected from booked warrants, this is based only the bail amounts physically collected.

This program has not only been successful in recovering unpaid fines to the city but, it is so far exceeding the anticipated and projected figures. I believe this program will continue to be successful and provide an added benefit and service to Grantsville City.

Thank you again for supporting this proposal, please contact me with any questions.

Chief Kevin Turner